18. Write a formal letter requesting an internship opportunity.

19. Discuss the essential skills for an effective interview.

20. Write a report on a guest lecture you attended.

NOVEMBER/DECEMBER 2025

23USEN14 — ENGLISH AND COMMUNICATION

Time : Three hours Maximum : 75 marks

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SECTION A — (10 × 2 = 20 marks)

Answer ALL questions.

1. Give an example of a sentence using an indefinite article.

2. What is the function of adjectives in a sentence?

3. What is the future perfect tense? Give an example.

4. Change the sentence to passive voice: *The team completed the project.*

5. Correct the punctuation : *Its raining heavily outside.*

6. Give an example of a common collocation.

7. What is the difference between verbal and non-verbal communication?

8. Write an informal greeting for a letter.

9. Why is message writing' important in professional communication?

10. Define an agenda in business meetings.

SECTION B — (5 × 5 = 25 marks)

Answer ALL questions.

11. (a) Explain the role of articles in sentence structure with examples.

Or

(b) Identify the parts of speech in the sentence: The beautiful bird quickly flew across the sky.

12. (a) Differentiate between simple past and past perfect tense with examples.

Or

(b) Convert the following into passive voice:

(i) The teacher is explaining the lesson.

(ii) They will announce the results soon.

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13. (a) How does punctuation affect sentence meaning? Explain with examples.

Or

(b) Write a short message inviting a colleague to a business meeting.

14. (a) What are the essential components of an email? Provide an example.

Or

(b) Differentiate between formal and informal letters with examples.

15. (a) Why are minutes of a meeting important? Explain with an example.

Or

(b) List five common mistakes to avoid when writing a resume.

SECTION C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Discuss the importance of proper grammar in professional settings.

17. Explain how different tenses are used in professional writing.